

[| NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 3713.1B**Effective Date: March 02,  
2015Expiration Date: March 02,  
2020[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)**Subject: Reasonable Accommodations Procedures****Responsible Office: Office of Diversity and Equal Opportunity**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#) | [AppendixB](#) |  
[AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

## Chapter 1. Policy and Process Overview

### 1.1 NASA Policy

1.1.1 NASA is both required and committed to providing reasonable accommodations to the known physical or mental limitations of a qualified individual with a disability (employees or applicants), unless to do so would cause undue hardship to the Agency.

1.1.2 A reasonable accommodation is any change in the work environment to assist a qualified individual with a disability to apply for a job, perform the essential functions of a job, or enjoy the benefits and privileges of employment. <sup>3</sup> Definitions of this and other key terms associated with the reasonable accommodations process are located in Appendix A.

1.1.3 Once an employee makes a request and provides the requested documentation, the supervisor and the employee requesting the accommodation shall engage in an interactive process in which ongoing communication is essential to providing an effective accommodation.

1.1.4 NASA may choose among reasonable accommodations, as long as the chosen accommodation is effective and does not impose an undue hardship on the Agency.

1.1.5 NASA will process requests for reasonable accommodation and, where appropriate, provide an effective reasonable accommodation in a prompt manner.

1.1.6 These requirements cover applicants for employment and employees in part-time and full-time positions. <sup>4</sup>

1.1.7 This policy also applies to persons hired under disability specific hiring authorities.

### 1.2 A General Overview of the Process

1.2.1 Individuals make a request for reasonable accommodation to their immediate supervisor or the Center Disability Program Manager (DPM) and provide supporting documentation, if requested. <sup>5</sup> The immediate supervisor is responsible for deciding whether to grant or deny a reasonable accommodation request. (See Sections 3.1 - Section 3.3.)

1.2.2 As part of the process, the supervisor and the employee will engage in an interactive discussion (interactive process) to discuss the employee's limitations and the need for accommodation. This discussion is designed to allow the supervisor to determine whether or not an accommodation is reasonable and, if so, what would be the most effective accommodation for the employee that does not impose an undue hardship on the Agency. (See Section 3.2.2.)

---

<sup>3</sup> For requests relating to benefits and privileges of employment beyond supervisory control, such as use of fitness centers, employees should direct their requests to the Center Disability Program Manager for processing (see also Sec. 2.5.3).

<sup>4</sup> NASA has obligations to ensure facilities and program accessibility to non-employees in some circumstances. These obligations are addressed in other Agency policy (see, NPD/NPR 2081.1).

<sup>5</sup> For purposes of this NPR, the term "Center DPM" is inclusive of the DPM for NASA Headquarters.

1.2.3 During the interactive process, the supervisor may consult with the Center DPM within the EO Office and other subject matter experts (SMEs) who form the Center's "Reasonable Accommodations Team," which includes, but is not limited to, NASA physicians, Center DPMs, representatives from Human Resources (HR), Office of the General Counsel/Center Office of the Chief Counsel, Information Technology (IT), and Facilities. (See Section 2.8.)

1.2.4 The accommodation, if approved, will be provided within 30 calendar days of the date the request was made, unless there are extenuating circumstances. (See Section 3.2.1.2; Appendix C, Section C.3.)

1.2.5 If the accommodation is denied, employees may request reconsideration from the first-level supervisor and/or contact an EEO counselor to be advised of their rights. Note: Employees may contact an EEO counselor at any time to be advised of their rights. (See Sections 3.5 - 3.6.)

1.2.6 If the request for reconsideration is denied, employees may appeal the denial to the next-level supervisor and/or contact an EEO counselor to be advised of their rights. Note: Employees may contact an EEO counselor at any time to be advised of their rights. (See Sections 3.5 - 3.6.)

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#) |  
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

## **DISTRIBUTION:** **NODIS**

---

### **This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---